

Attachment C

Financial Management Reporting Requirement

August 2013

Attachment C
RFP NNG13454034R

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2E entitled "NASA Contractor Financial Management Reporting, dated May 27, 2011, and additional instructions issued by the Contracting Officer.

a. Level of Detail

An individual 533 Report shall be provided for each Task Order and a cumulative 533 sheet summarizing all Task Orders issued. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G..2 "Financial Management Reporting." The Contractor shall submit an initial report in the NF 533Q format within 30 working days after contract award.

After the initial report, the NF 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported. The NF 533M need not be submitted in months in which an NF 533Q is submitted.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Prime Direct Labor Hours:

Onsite
(List applicable labor categories)

Offsite
(List applicable labor categories)

Total Direct Labor Hours Onsite
Total Direct Labor Hours Offsite
Total Prime Direct Labor Hours

2. Subcontractor Direct Labor Hours:

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Onsite
(List applicable labor categories)

Offsite
(List applicable labor categories)

Total Direct Labor Hours Onsite
Total Direct Labor Hours Offsite
Total Subcontractor Direct Labor Hours

3. Prime Direct Labor Dollars:

Onsite
(List according to applicable labor categories)

Offsite
(List according to applicable labor categories)

Total Direct Labor Dollars Onsite
Total Direct Labor Dollars Offsite
Total Prime Direct Labor Dollars

4. Overhead Expenses:

Onsite Overhead
Offsite Overhead
Total Prime Overhead

5. Other Direct Costs (ODCs):

- a. Subcontracts (list separately)
- b. Material
- c. Travel
- d. Other (specify)

Total ODCs

6. Subtotal (Labor, Overhead & ODCs)

7. G&A Expense

8. Total Estimated Cost

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9. Fixed Fee

10. Total Cost-Plus-Fixed-Fee (CPFF)

d. Other Special Reports

Note: For the current 533 Period always show Cumulative to Date + next two month plans, and an Estimate to Complete for the Task/Contract.

The Contractor shall submit, as required, special cost or labor reports either in the areas of actuals, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. When required, specific instructions will be provided by the Contracting Officer.

e. Additional Requirements

1(a). The Contractor shall submit a financial summary containing a one-line summary for all tasks on the contracts. This financial summary shall be inserted before the summary 533 sheet. It shall include the following columns:

Task Number
Status (active or expired) Current Month Actual \$
Current Month Plan \$
Cumulative to Date Actual \$
Cumulative to Date Planned \$
Estimated Cost Next Month Planned \$
Cumulative to Date Actual \$ Plus next Month planned \$
Estimated Cost 2nd Month Planned \$
Estimated Cost – Balance of Contract
Estimated Final Cost – Contractor Estimate
Estimated Final Cost – Contract Value
Cumulative to Date Planned Hours
Cumulative to Date Actual Hours
Cumulative to Date Actual On-site Hours (Including Subs)
Cumulative to Date Actual Off-site Hours (Including Subs)

(b) The Contractor shall submit a financial summary containing a one line summary for all tasks on the contract. This financial summary shall be submitted along with the monthly 533. It shall include the following columns:

Task Number
Valid Period of Performance as of 533 Accounting Period
Cumulative Cost – Contract Year 1
Cumulative Cost – Contract Year 2
Cumulative Cost – Contract Year 3
Cumulative Cost – Contract Year 4

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Cumulative Cost – Contract Year 5
Cumulative Cost – Total Task
Approved Plan – Contract Year 1
Approved Plan – Contract Year 2
Approved Plan – Contract Year 3
Approved Plan – Contract Year 4
Approved Plan – Contract Year 5
Total Task Value

2. The summary and detailed 533 sheets shall be submitted electronically in Excel Format (version 2007).

Supplemental Contractor Financial Management Reporting Requirements

These requirements supplement the Contractor Financial Management Reporting requirements set forth elsewhere in the contract and in NASA Procedural Requirements (NPR) 9501.2, NASA Contractor Financial Management Reporting.

At the beginning of the contract and the beginning of each calendar year (January 1), the prime contractor shall provide its accounting calendar and those of all significant subcontractors.

The Contractor shall include a narrative explanation for variances exceeding plus or minus 10 percent between estimated costs and total labor hours (prime and significant subcontracts) shown in the prior month and actual costs and actual total labor hours shown in the current month at the task order level. (For example, the estimated costs shown for June in column 8.a in the May NF 533M and the actual June costs shown in column 7.a in the June NF 533M).

Narrative explanation shall address the following:

- Cause of Problem -
 - Isolate significant variances
 - Discuss cost and schedule variances separately
 - Clearly identify reason for the variance
- Impact upon Project -
 - Describe specific technical, schedule and cost impacts
 - Revise and justify Estimate at Completion and/or Estimated Completion Date

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- Corrective Action Planning -
 - Describe specific actions being taken or to be taken to alleviate or minimize impact of the problem
 - Include individual(s) or organization responsible for required actions
 - Include schedules for actions and get-well dates
 - If no corrective action is possible, explain why
 - Include results of corrective plans included in prior narrative remarks
- Emphasis on quantitative, not qualitative
- Emphasis on the specific, not the general
- Emphasis on specific problems, not all problems